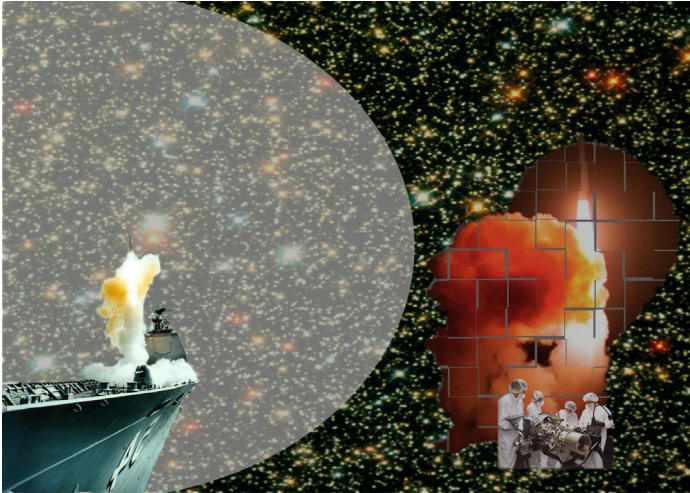




MISSILE DEFENSE AGENCY

Career Intern Program (CIP)



What is the Missile Defense Agency?

The Missile Defense Agency (MDA) is a Department of Defense (DoD) agency that is structured to respond to existing and emerging ballistic missile threats to the United States, its forward deployed forces, our allies, and our friends around the world. Our stated mission is “to deliver what we promise and what we promise is missile defense...that responds to a changing and growing threat.”

To achieve this mission, MDA works closely with industry, colleges and universities, and other government agencies in the development of a sophisticated ballistic missile defense weapons system. MDA also supports advanced research in such areas as aerospace, lasers, communications, information technology and electronics.

When you join the MDA as a career intern, you will become part of a workforce of dedicated civilian and military employees and numerous contractors. While members of the MDA workforce can be found in four locations—Arlington, Virginia; Huntsville, Alabama; Colorado Springs, Colorado and Anchorage, Alaska—**the majority of the staff works at the Virginia location, near our Nation’s Capital.**

The Missile Defense Agency team is representative of the American workforce—we are dedicated, hardworking and focused on our mission. To that end, we are searching for the “best and brightest” to join us.



Why work for the Missile Defense Agency?

When you are trying to determine the direction to take in your professional life, today's job market can be pretty confusing. You might start with a checklist of what you expect from your career. If your expectation of the "right job" is one that motivates you to do your best, recognizes and rewards your efforts, has a well-defined career path for advancement, and utilizes (and challenges!) your knowledge and skills, the MDA's Career Intern Program (CIP), may be for you.

The CIP provides an opportunity to work alongside some of the best and brightest in this field. Learn from them as you prepare to transition into their "shoes."

Put the Missile Defense Agency at the top of your checklist. We can fulfill your expectations by offering tough, exciting and rewarding jobs. If you count yourself among the "best and brightest," you may qualify to become an MDA career intern.



What is the Career Intern Program (CIP)?

Recent college graduates are given two-year training assignments with the possibility of conversion to a permanent position at the end of the two year program. In addition to receiving full pay and enjoying the prestige of working with the MDA,

career interns receive training and all the benefits accorded federal employees. Career interns will acquire additional technical and work-related skills through seminars, formal classroom and on-the-job training. During this training time, career interns will benefit from the planned job progression and advancement program that offer opportunities for promotion, travel and challenging job assignments. MDA offers the opportunity for real responsibility from the onset of the training experience.

What is the starting pay of a Career Intern?

Starting pay for interns will vary depending upon education level and experience and will range from GS-5 level to GS-9 level. The federal pay scale varies by geographical region of the country and specialty. The locality and specialty pay tables may be accessed at the following: www.opm.gov

- Leadership opportunities – You will be given more authority, faster
- Training and career development – MDA is committed to investment in its people to support their individual career development and professional growth
- Supportive work environment – MDA enables you to balance a career and personal life

What are the benefits of the Career Intern Program?

Members of the Career Intern Program are full time government employees and receive the same benefits as their civilian co-workers. The U.S. Civil Service offers a full complement of benefits that are competitive with most large private companies. These benefits include:

- ✓ **10 Paid Holidays**
- ✓ **Competitive Salaries**
- ✓ **Vacation**—Federal employees earn annual leave hours for each two-week pay period they work. The amount of annual leave earned is based on the length of time the employee has worked for the federal government. Initially, 13 days of annual leave can be earned and over time the accrual rate evolves to 26 days. Annual leave may be used as it is earned.
- ✓ **Sick Leave**—Federal employees earn four hours of sick leave for each two-week pay period they work, which can equal 13 days per year. While there is a fixed rate of accrual that does not change, there is no limit to the amount of sick leave that may be accumulated.

- ✓ **Life Insurance**—Low cost term life insurance is automatically provided to all permanent federal employees unless the employee waives coverage. Family coverage is optional.
- ✓ **Health Insurance**—Federal employees and their families are eligible for group health benefits where the government pays the majority of the costs. Health insurance plans are offered by a variety of major carriers and HMOs.
- ✓ **Eligibility for Long Term Care Insurance**
- ✓ **Promotions**—Career interns may be promoted to the next grade level, provided training and performance requirements are met.
- ✓ **Retirement**—Federal employees are automatically covered under the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan that includes Social Security, a Basic Benefit Plan, and an optional Thrift Savings Plan.
- ✓ **Student Loan Repayment Plan**
- ✓ **Pay Incentives**



What are the qualifications and requirements for the CIP program?

The basic requirements for the CIP are as follows:

- U.S. citizenship
- Willingness to relocate nationwide
- Ability to qualify for a Secret clearance
- Engineers must have a BA/BS degree in an engineering discipline
- Contracting positions require a minimum of BA/BS and 24 hours of business related courses

Additional program eligibility will be based on guidelines established by the Department of Defense (DoD) and the United States Office of Personnel Management.

MDA is an equal opportunity employer. We are proud of our accomplishments and our contributions to national defense. We are seeking individuals who wish to apply their talents to a career that is challenging, rewarding, and of a direct benefit to our nation.



What career fields are included in the Career Intern Program?

Engineering

The MDA needs many types of engineering career interns, most of whom, regardless of their field of engineering, will work in one or more of the following functional areas. A senior DoD functional area expert establishes the training each career intern will receive for each field.

- Research
- Systems Development Engineering
- Quality/Product Assurance Engineering
- Test and Evaluation Engineering
- Software Engineering

Science

Science career interns needed by MDA are typically those specializing in physical sciences—physics, mathematics, and computer sciences—reflecting the scientific disciplines most needed in MDA research and development efforts. Most of the mathematicians and computer scientists are Operations Research Analysts or Systems Analysts.

Business/Contracting

Individuals with degrees in the field of Business Administration (or closely related fields) must possess, as a minimum, 24 semester hours in a business related field, although other majors are considered.



What kind of training will I receive as a career intern?

All career interns begin their training at their work sites. The CIP provides formal and informal education and training so that each career intern develops the advanced skills, knowledge and abilities for successful performance at the journeyman level, such as:

- The mission of the MDA and how the sites fulfill this mission
- How the MDA and the Department of Defense operate, as well as a thorough understanding of MDA structure, command, planning, budgeting and management
- MDA acquisition—how the MDA develops, acquires and fields weapons systems
- The functional areas selected for specialization

Upon successful completion of the program, career interns are eligible for permanent positions at an MDA site. Career interns may express a site preference for a permanent assignment. All efforts will be made to accommodate those preferences on a space-available basis.



ow do I apply?

To apply to the Career Intern Program, complete the electronic form on the MDA Web site, www.acq.osd.mil/bmdo. Roll over the tab “Jobs/Business” and select “Job Announcements” from the drop down menu. Scroll to the bottom of the page for detailed information about the CIP and an electronic application form. You’ll be asked for:

- Address and E-mail
- A resume with GPA
- Statement of general goals
- Undergraduate and graduate school (if pertinent) transcripts. An unofficial transcript may be submitted as part of the initial application but an official transcript will be required before a final offer is made. Applications will not be considered complete without a transcript.

Send transcripts to:

MDA Recruiting c/o EMC Inc
2110 Washington Blvd. Suite 150
Arlington, Virginia 22204

Applications for 2003 must be postmarked by
April 11, 2003



s housing available?

The Missile Defense Agency does not have a housing service. While the MDA sites will provide information to assist in locating suitable housing, CIP participants are responsible for acquiring their own housing accommodations. The cost of housing varies greatly among the MDA locations. Applicants are strongly encouraged to seek additional information on the cost of living at the various sites prior to deciding location preferences.



s assistance available for repayment of student loans?

The Missile Defense Agency has implemented a new Student Loan Repayment Program. Under this program, eligible MDA employees with certain federally subsidized loans may apply for MDA assistance in payment of the remaining balance of the loan. The loan repayments may not exceed \$6,000 per year and may not exceed a cumulative value of \$40,000. Employees must agree to remain with the Agency for a minimum period of three years (longer in event the repayments exceed three years) in return for receiving student loan repayments. Loan repayments are submitted directly to the appropriate lending institutions. Employees are responsible for income tax obligations on the loan repayments.



What is the selection process?

Applications will be reviewed in the order of their completion. Candidates will be evaluated on: the stated goals, related courses, competitive GPA, any academic or community distinctions and any employment experiences to date. Candidates may be asked to participate in a telephone or in person interview at one of our national sites. Successful candidates will be notified of their conditional selection and their MDA placement. A mandatory security clearance process will then be initiated and must be successfully completed as a condition of employment. Another condition of employment is passing a mandatory drug test.

Equal Opportunity Employer

The Missile Defense Agency is an equal opportunity employer. All qualified and eligible applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, or disqualifying physical handicap, or age, or any other non-merit factor.



What if I have other questions about the program?

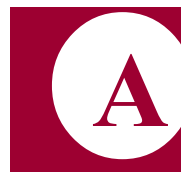
Please forward any questions you may have that are related to personnel issues to the HR CIP Coordinator. The E-mail address is: mda-humanresources@mda.osd.mil.

This web page is a living document that will continue to change. We'll update it with questions that we receive along with our answers.



Is tuition assistance available for postgraduate education?

Career interns are eligible for tuition assistance with the proper advance approval.



Are travel costs reimbursed?

Career interns are reimbursed for travel expenses incurred during official government travel. All travel expenses related to any required formal training courses are also fully reimbursed. In addition, travel to first duty stations may be reimbursed at MDA's discretion on a case-by-case basis. All travel must be approved in advance.